

October 21, 1964

CIRCULAR NO. A-44
Revised
Transmittal Memorandum No. 4

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Improving manpower controls and utilization in the
executive branch

The President's concern for efficiency and economy of Government administration and operations requires, among other things, an effective control of organization, jobs and employment. Most departments and establishments already have the machinery for organization and manpower control. However, recent studies indicate the need for additional emphasis and proper assignment of responsibility to make position management more effective in overall agency manpower control programs.

Paragraph 3c of Circular A-44 lists, in general terms, the elements of an effective manpower control system. This memorandum transmits an addition to Circular A-44 -- a new section 8 -- which specifies in more detail some of the criteria for effective position management.

KERMIT GORDON
Director

Attachment

3515
(Current Circular-effective through 30 June 65)

(No. A-44)